Digital News Manager



Project Title	Digital News Manager
Project Silmmary	Manage ACF web/social content to highlight Region 10 state & tribal innovations in economic mobility & resiliency!
Country	United States

Project Description

ACF supports initiatives that empower families and create strong communities. Our website should reflect this. Coordinate the design and posting of regional strategies that break the cycle of poverty. This position is located in the Department of Health and Human Services (DHHS), Administration for Children and Families (ACF), Immediate Office of the Regional Administrator in Region 10, which supports the states of AK, ID, OR, WA, and 272 federally recognized tribes. ACF Region 10 seeks a talented and creative intern who can coordinate the development and posting of digital/social content that highlights regional innovations to promote economic mobility and resiliency. The intern would be responsible for working with regional team members to write highlights and articles, source photographs, and develop graphics and related content to showcase this work. The intern will be responsible for ensuring that digital and social content is consistent with HHS web standards and ACF editorial style guidelines. His/her responsibilities would also include the regular review and refreshing of the landing pages, news items, and events for quality assurance, fixing broken links and formatting issues, or other necessary edits. The intern would also be responsible for ensuring that Section 508 accessibility requirements are met for all web content and digital information. The intern would have access to the Regional Administrator and team members, regional program leadership, and where appropriate, to state and tribal human services leadership and staff. The intern would also liaise with staff from the Office of Regional Operations, which oversees each of the ten regional offices, as well as staff from ACF's Central Office and leadership from other Region 10 HHS Operating Divisions, as there may be cross-division initiatives and events to highlight. This exciting project is right for someone with web/social design and development experience and who is committed to approaching this work through an equity lens.

Required Skills or Interests

Skil	l(s)

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Editing and proofreading	
Graphic design	
Infographic design	

Marketing
Social media management
Storytelling/blogging/vlogging
Videography
Website design
Writing

Additional Information

ACF seeks an intern who is available from September 2020 through May 2021, for up to 10 hours per week. For more information about HHS, ACF, or Region 10, please see the HHS or ACF websites.

Language Requirements

None